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MEMORANDUM FOR: Director of Communications
Director of Security

SUBJECT: Building Planning Staff

1. At the direction of the Executive Director-Comptroller, the Office of Logistics recently established a Building Planning Staff. The major mission of this Staff is to prepare recommendations leading to the approval of a plan which, when completely implemented, will see by calendar year 1980 the maximum feasible degree of consolidation of Agency personnel and physical assets, now distributed throughout the Washington metropolitan area, located at the Langley Headquarters site.

2. Currently, we have one staff employee, an engineer, assigned to the Building Planning Staff. This individual is now drawing together some of the basic information which will be needed when the Staff becomes fully operational. The Office of Logistics will assign one general duty officer and clerical support to the Staff in the immediate future.

3. The Deputy Director for Support has instructed that I request you to provide me with one person on detail from each of your respective Offices who will also be available to assist in this undertaking. In choosing individuals for this assignment, you should bear in mind that this detail may last one year or more. While the persons you select may at first be required only on a part-time basis, eventually the detail will encompass all of their time.

4. In addition to the above, the persons you choose should be knowledgeable of your fields, particularly as they may exist some 10 years from now. They should be responsible enough in your esteem to be able to make decisions on your behalf when the need arises.

5. I would appreciate it greatly if I could have the names of your detailees as soon as possible so that I may report them to the Deputy Director for Support. I have attached a copy of the Building Planning Staff Charter for your information.

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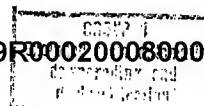
Signed: George E. Meloon

George E. Meloon
Director of Logistics

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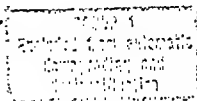
PROPOSED CHARTER AND OPERATING PLAN
FOR THE BUILDING PLANNING STAFF

1. The major mission of the Building Planning Staff is to prepare recommendations leading to the approval of a plan which, when completely implemented, will see in being by calendar year 1980 the maximum feasible degree of consolidation of Agency personnel and physical assets now distributed throughout the Washington metropolitan area located at the Langley Headquarters site. Its recommendations should also include any or all of the land holdings currently assigned to the Bureau of Public Roads which need be acquired by this Agency in order to effect the consolidation. The recommendations should further include:

- a. The functional purpose of new buildings to be erected in order to accommodate the movement of additional personnel to Langley.
- b. The number of such structures, by function, to be erected.
- c. The actual location of any new structure or structures in relation to current buildings on the Langley property.
- d. The need for additional parking areas to accommodate the planned population growth.
- e. Determinations as to the adequacy of current employee services facilities, or need to expand them, such as cafeterias, credit union and insurance offices, etc.
- f. Determinations as to the adequacy of current access roads in connection with the planned population growth.
- g. The adequacy of current commercial telephone and power input into Langley in connection with the planned population growth.

2. In undertaking its study, the Building Planning Staff must be constantly mindful of the fact that actual construction may not be commenced until a maximum period of ten years has transpired. Accordingly, by consultation with appropriate Agency technical personnel and probably with external Agency sources, some projections must be developed as to the state of the art in certain fields that may be developed in the maximum ten-year time frame. This would include, but not be limited to, new generation automated equipment, new advances in the entire spectrum of telecommunications, developments in the printing and graphics industry, and other such matters.

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3. The Staff should review the methodology used and the studies prepared by the original group who planned the Headquarters building at Langley. It should also review the work done by Mr. [REDACTED] in 1966 in connection with planning to build at that time a "special-purpose" building at Langley. It should further obtain briefings as to future developments in the reconnaissance field which might be the responsibility of this Agency and, accordingly, have to be reflected in the planning.

4. In arriving at a determination as to whether new construction should be primarily designed for organizational units needing particular technical configuration or whether new construction should be primarily for conventional office purposes, the group should compute the approximate total cost of special-configuration work done at the Langley building since its occupancy. It should further compute the cost involved to restore such specially configured space to conventional office space as this will be a direct cost input to a total development plan.

5. The contents of the recently concluded Domestic Real Estate Task Force study should be reviewed and any guidance contained in it should be included as a planning factor. The "Fifteen-Year Planning Guide" prepared by Mr. Lyman B. Kirkpatrick at the direction of the then Director of Central Intelligence, Admiral Raborn, should also be reviewed for what planning assistance may be contained therein.

6. It is further suggested that, in its initial stages, the Building Planning Staff be composed of only four individuals. These individuals should consist of the Staff Chief, who should be appointed with the assumption that he will carry the project through its conclusion. The other three members initially should be an engineer, an architect, and a general-duty staff officer. This group should first address itself to a further definition of its mission and the development of a course of procedure and estimated time schedule. When these matters are accomplished, the Chief of the Building Planning Staff should then declare what additional personnel assets believed to be necessary.

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